

EAST VALLEY AREA GUIDELINES Dated 04/01/2012**ASC SCHEDULED EVENTS BY MONTH AND RESPONSIBLE PARTY**

1. Elections-Nominations Open - April Secretary to provide forms, mail nominations out in April's minutes.
2. Subcommittee elections - June Subcommittees
3. ASC meeting May -1st Sunday Secretary to clearly note in front of Agenda for May's minutes.
4. Yearly Inventory - complete in June Administrative Office as a whole
(Including subcommittees)
5. Yearly Audit of NA Funds - July Chair to select auditors (June), Secretary to keep track of progress using minutes.
6. Pay rent - Monthly Treasurer
7. GSR Orientation - Sept/Oct Chair/ASC
8. Elect trusted servants - resumes -May Secretary to place in minutes (May)
9. Submit Minutes to Phoenix and West Valley Secretary to mail to PO Boxes, 1 set of minutes to each area monthly.
10. Year - end financial submission - Aug Treasurer to submit report on ASC's Financial activity for the year.
11. TSLD/Unity Day - month flexible Chair to appoint Ad-Hoc Chair
12. Updated meeting lists to WSO- 2x years. Literature to mail current copy twice a year.
13. Subcommittee budgets and Subcommittee Chairs to put together Guidelines in October annual guidelines for ASC approval. Secretary to keep track via minutes.
14. Calculate Prudent Reserve Treasurer/Chair to present revised. Prudent reserve to ASC based upon revised budgets. The prudent reserve is to be set at 1 month worth of operating expenses (per guidelines)
15. WSLD Funds for this event are to be set aside monthly.

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- I. Boundaries- The East Valley Area has no geographical boundaries and shall be comprised of all participating groups.

II. Purpose

The purpose of the East Valley Area Service Committee (ASC) is to further the Purpose of Narcotics Anonymous, serve the groups, and promote unity within the area and serve as a link between the groups and the Arizona Regional Service Committee.

III. Participants

A. Elected Members

The participants of the ASC will be the Chairperson, Vice-Chair, Secretary, Treasurer, Alt. Treasurer, RCM, RCM Alt. (Administrative Officers) and the Subcommittee Chairpersons of Hospitals & Institutions, Public Relations, Activities, Literature, Newsletter, Policy & Procedures, Ad-Hoc., Groups are represented by their Group Service Representatives (GSR) or Alternate GSRs.

B. Observers

All NA members are encouraged to attend the ASC meetings as observers. Only Narcotics Anonymous members shall have the specific right to request the floor. The Chair has the specific right to grant or deny such requests.

IV. Meeting Format

Meetings are held on a monthly basis. The format for the meeting is as follows:

A. GSR Forum prior to Area Meeting

1. Serenity Prayer
2. Service Prayer from Page XVI of the Basic Text
3. Twelve Traditions
4. Twelve Concepts
5. Roll Call
6. New GSR or Alt. introductions, GSR qualification check
7. Approve minutes of the last ASC meeting
8. Read and approve agenda
9. Officers Reports
 - a. Chair
 - b. RCM
 - c. Vice-Chair
 - d. Secretary
10. Subcommittee Reports

- a. H&I
 - b. P.R.
 - c. Literature
 - d. Activities
 - e. Newsletter
 - f. Ad-Hoc
 - g. Treasurer
 - h. Outreach
 - i. Policy & Guidelines
11. Old Business
 12. General Forum
 13. New Business
 14. Disbursement of Funds
 15. Announcements of N.A. events and group concerns (open to all NA members)
 16. Closing Prayer (Annually chosen by Group Conscience in September)

V. Participation

A. General Forum

Any member of NA can request time on the agenda for NA related issues of discussion. Requests must be made to the Chairperson. During general forum, discussion is limited to the person requesting time, unless they specifically request input from other members of NA open to any NA member.

B. Elections

In order to coordinate its services, the groups of the East Valley Area elect officers of the Administrative Office. These officers are elected annually from the members of the East Valley Fellowship of NA. The East Valley Area Service Committee will hold elections once a year, in June. Nominations will open at the April ASC meeting. Nomination forms are to be turned in by the close of old business at the May ASC meeting. Nominations for any position without a nominee will be reopened during new business of the May ASC meeting. Compiled nomination forms will be prepared by the ASC Secretary at the June ASC meeting. Nominees must attend the June meeting of the ASC or make arrangements with the Chair. Newly elected officers assume their duties of their office at the August ASC meeting. The newly elected trusted servants will attend the ASC June and July meetings until take position in August. An Ad-Hoc Committee may be appointed by the Chair to assist the Secretary in preparing the nomination forms and ballots. There are several important criteria for all ASC officers and participants. Nominees for ASC officers and subcommittee chairs should have previous service experience in NA. They should have the personal time to devote to their assignments and be accessible to the members of the fellowship, groups and subcommittees. They should have a working knowledge of the steps, traditions and the concepts of NA service and have provided general NA service at the group level. Elected trusted servants resumes must be printed in May minutes.

C. Operating Guidelines

1. The ASC meeting is held the second Sunday of every month at 3:00 p.m., provided a quorum of participants is in attendance. The ASC meets the first Sunday in May. If for any reason ASC cannot meet on the second Sunday ASC will meet the first Sunday of that month.

2. A quorum is 2/3 of ASC voting members. A quorum must be present to conduct the business meeting (see Secretary for active participation list).

3. The Area must maintain a prudent reserve in order to meet its needs. Prudent reserve shall be set at a minimum of 1 month, and not more than 1 month worth of operating expenses. The Treasurer will send any donation checks directly to Region and WSO. No money is to be disbursed to the Regional Service Committee or to the World Service Committee unless EVASC has met its commitments and prudent reserve.

4. All financial expenditures must be previously approved by the ASC. The ASC may provide supplemental financial assistance for officers and subcommittee chairs when requested and where absolutely necessary. Documentation of expenses is required for reimbursement.

5. The ASC will conduct business according to Robert's Rules of Order.

6. All motions must be submitted on a motion form and seconded by a GSR.

7. The ASC will sponsor a TSLD annually. An Ad-Hoc Chair will be appointed by the ASC chairperson to coordinate this event. The purpose of this event is to encourage unity and service throughout the fellowship.

8. When a GSR or Alternate GSR does not attend ASC meetings, then the group suffers and the ASC is weakened. A group shall be notified by the Vice-Chair if their GSR is not present at 2 consecutive ASC meetings. If the group is unrepresented by the 3rd consecutive ASC meeting, the Vice-Chair will attend their home group meeting to notify the group that they are considered inactive in the EVASC and encourage the group to participate in future ASC meetings. A group regains active voting status for new business on return to the 1st ASC meeting and may vote on old business at the 2nd consecutive ASC meeting.

9. Amendments or exceptions to the EVASC guidelines require a 2/3 vote of ASC members (see Secretary for active participation list).

10. The Administrative Officers of the ASC, as a whole, will complete a yearly inventory in June. Are we as an ASC fulfilling our purpose?

11. Tradition violations brought up at the ASC will be delegated to the Administrative Officers. Recommendations will be presented at the following ASC meeting.

12. The Administrative Office is responsible for reviewing ASC monthly agenda, tradition violations and concerns for removal of officers. The Administrative Officers will meet before the ASC meeting as required.

13. Emergency meetings may be called for matters affecting NA as a whole. Any member of NA who sees a problem shall contact the chairperson and bring the matter to his/her attention. The chairperson shall contact at least a quorum of the Administrative Officers asking if in their opinion the matter warrants an emergency meeting. At least 2/3rds must be in favor to call an emergency meeting, and, if so, the chairperson will:

A. Attempt to contact all voting ASC members at least 48 hours in advance of the emergency meeting; and

B. Announce matter at meetings.

14. An Ad-Hoc Committee is formed once a year to audit EVASC (subcommittees) controlling NA funds.

A. The ad hoc audit committee should consist of the following individuals:

Members on behalf of the EVASC

- The EVASC Chair or Vice Chair.
- EVASC Treasurer and Vice Treasurer.
- Two GSR's, on behalf of the EVASC.

From the committee being audited:

- The chair or representative (vice-chair).
- The treasurer or representative (alt treasurer) must be present.

Others

- Another member of the EVA capable of assisting with the audit, preferably a member of the EVASC.
- Other interested EVA members not disruptive to the auditing process.

No persons on behalf of the EVASC may be involved in the committee being audited.

B. In order for the Audit to proceed, the following records should be gathered together for the period in question.

1. All financial records including checkbooks showing beginning and ending balances with all check stubs and/or registers. Including the EVASC Treasury records.
2. Deposit(s) detail

3. Check request forms, invoices, receipts and contracts
4. Bank statements
5. Dated inventory of any surplus merchandise with value calculated (if an event) stating storage location and plans for disposition.
6. Dated inventory of literature with value calculated stating storage location and plans for disposition (if applicable)
7. Dated inventory of supplies and items held in the Storage locker. This is thought necessary so that future Trusted Servants and the fellowship can be informed.
8. The secretary's minutes from all meetings of the sub-committee.

C. The following are suggestions for maintaining clear, easily auditable records.

1. Receipts must be kept for all transactions.
 2. Checks are to be used to help provide an audit trail written for the exact amount to the vendor if at all possible.
 3. If the exact amount is not available when the check is written and the check is written for another amount, receipts must be generated documenting the overage returned or the additional funds paid out with traceable documentation on the receipt.
 4. If the check is written to a committee member justification will be provided on the check or in the check register. This is considered an undesirable practice and will not be done without justification.
 5. Reports shall be generated documenting beginning balances, seed money, amounts spent, amounts received, ending balances and where applicable profit or loss for the event or month.
 6. It is always highly desirable for income amounts to match bank deposits made within 24 hours of the income received.
 7. If income amounts do not match deposits, an audit trail must be generated with receipts and explanations for diversion of funds.
 8. Concept 11 states, "NA funds are to be used to further our primary purpose and must be maintained responsibly." In keeping with that concept it is the responsibility of the Subcommittee officers to always follow procedures which allow clearly understandable auditing of the financial records.
15. To set aside for rent to be paid monthly.
 16. To provide an annual GSR Orientation to occur in Sept/Oct. Subject matter up to the ASC.
 17. All Guideline changes are to be referred to the Policy and Guideline Committee before a vote may be taken at the next area meeting.
 18. All new meeting starter kits approved by the EVASC are to include the items identified in addendum A.
 19. All bank statements by all committees that get bank statements go to the P.O. Box.

D. Voting

1. Voting members are all active GSRs present, the Chair may vote to break a tie.
 - a. Motions must be passed with a majority (51%) of eligible voting members casting ballots. A majority is “more than half” of the votes cast by persons entitled to vote, excluding abstentions. Only a majority of those voting is required. Abstentions do not affect the vote.
 - b. All proposed Guideline changes are to be sent back to home groups prior to being voted on at Area. Guideline amendments must be passed by 2/3rds vote of eligible voting members casting ballots. Two-thirds vote means two-thirds of the votes cast excluding abstentions. Only two-thirds of those voting are required. Abstentions do not affect the vote.
 - c. Money matters being voted on that are over \$100.00 must be tabled to homegroups.
2. Only active GSRs vote on money matters and at officer elections (see GSR requirements).
 - A. A simple majority of voting GSRs is required to carry.
3. When a voting issue goes back to home groups, only GSRs are allowed to vote on guideline and non-guideline issues.

VI. GSRs Responsibilities

The GSRs and alternate GSRs are the vital participants in the ASC. They are the link in service between the WSC, Region and group member, and all functions, events and activities of the ASC. It is best when a GSR has previously served a full year as an Alt. GSR. Without GSR and Alt. GSR participation, the group and the member suffer, therefore, it is strongly suggested that GSRs and Alt GSRs:

1. Regularly attend ASC meetings.
2. Attend GSR Forum monthly, prior to EVASC meeting.
3. Participate in ASC functions, especially an ASC subcommittee.
4. Keep their home group informed of voting matters, functions and events.

For further information refer to the “Guide to Local Service”.

VII. Officers.

All Area officers and subcommittee chairs should hold only one elected ASC position at a time in order to encourage active participation from the Area fellowship. None of the Area service officers (chair, vice chair, secretary, treasurer, vice-treasurer, subcommittee chair) may hold a GSR position while they are officers. All officers will submit a written report at each EVASC meeting. It is recommended that no ASC officer serve more than two (2) terms consecutive in the same office. An officer may resign by providing written notice to the ASC chair at least one (1) month in advance of leaving. Any ASC officer may be removed during their term of office by a 2/3rds majority vote of the ASC voting members. Possible reasons for removal are:

- A. Loss of clean time

B. Non fulfillment of their duties

C. Absence of three (3) regular ASC meetings without notification to the ASC Chair.

1. Chairperson:

- Facilitates over ASC meeting.
- Arranges agenda for ASC meetings.
- Votes only in the case of a tie in all matters or refers to groups at discretion.
- Is a co-signer of the Area checking account
- Must sign Loss and Recovery Policy Document for EVASC.
- Calls emergency meetings when necessary.
- Appoints Ad-Hoc Chairs as needed.
- Appoints auditor of the ASC treasury annually or if the position is vacated.
- Facilitates over monthly ASC Administrative Officers meeting.
- Prepares a written inventory, as outlined in the Operating Guidelines (operating guidelines No. 10), to be submitted to the succeeding Chair.
- The Chairperson (referred to as Chair) must have three (3) years clean time, experience as a GSR (or equiv.). And as a chairperson of a subcommittee, Vice-Chair or other officer of an ASC is recommended background for selection. A Chair should be a good communicator and available to the fellowship, subcommittee chairs and officers.

2. Vice-Chairperson

- Actively communicates with subcommittee Chairs.
- Acts as Chair in absence of the Chair.
- May assume the duties of any position that becomes vacant, until special elections can be held.
- Notifies groups whose GSRs do not attend the ASC.
- Co-signer of the Area checking account.
- Must sign Loss and Recovery Policy Document for EVASC.
- Prepares a written inventory as outlined in the operating guidelines (operating guidelines No. 10), to be submitted to the succeeding Vice-Chair.
- Be available ½ hour before each ASC for GSR orientation.
- Serves as a signer and holds a key for EVASC storage.
- The Vice-Chairperson (referred to as the Vice-Chair) must have three (3) years clean time. Recommended experience for this position includes previous experience as an Area Subcommittee Chair and as a GSR. The personal assets listed above for the Chair are also important characteristics to look for when selecting a Vice-Chair.

3. Secretary

- The secretary prepares accurate minutes of each ASC meeting.
- Restates all motions before they are voted upon.
- Have motion forms available at the ASC meetings.

- Prepares and maintains an accurate Guideline Motion Log Sheet.
- Collects subcommittee reports to include in minutes.
- Types and distributes copies of minutes and agenda to GSRs, officers and subcommittee chairs within ten (10) days following the ASC meeting.
- Keeps current registration of home groups (active participation list).
- Maintains files, archives and current registration with WSO and RSC.
- Assists officers and/or subcommittees with general correspondence.
- Assists in preparing nomination forms and ballots for officer's elections.
- Maintains record books with the guidelines, special rules of order, standing rules, and minutes entered including any amendments to these documents properly recorded.
- The current record books are to be on hand at every meeting.
- Provide updated guidelines upon request.
- Prepares a written inventory, as outlined in the operating guidelines (operating guidelines No. 10), to be submitted to the succeeding Secretary.
- Submit EVA's minutes to the Phoenix and West Valley each month (web servant).
- The Secretary must have two (2) years clean time. The Secretary should have general office or clerical skills. Service experience should include one (1) year as a Secretary of a group and general service experience on one or more Area subcommittees.

4. Alternate Secretary -Same as Secretary

5. Treasurer:

- To maintain the Area's bank account.
- To be a co-signer on the ASCs bank account.
- Must sign Loss and Recovery Policy Document for EVASC.
- To make a report of receipts and disbursements at each regular ASC meeting.
- To deposit funds within 24 hours of receipt of funds.
- Submit itemized report to the Secretary within five (5) days following the ASC meeting to be included in month's minutes.
- Assist the auditor with the annual financial review.
- Make the necessary arrangements to change the signatures on the ASC bank accounts.
- Prepare an inventory as outlined in the operating guidelines (Operating Guidelines No. 10), to be submitted to the succeeding Treasurer.
- Include EVA bank statement in the monthly minutes.
- P.O. Box payment due at end of August.
- Has a set of Operating Guidelines.
- Serves as a signer and holds a key for EVASC storage.
- The Treasurer must have three (3) years clean time. Should have previous treasury experience within a group or subcommittee. Should have knowledge of financial responsibility and the ability to keep accurate, up-to-date records.
- Prepare monthly reconciliation report.

6. Alternate Treasurer -Same as Treasurer

7. RCM (Regional Committee Member/was ASR):

- Attends all ASC and RSC meeting through August.
- Conveys group conscience of Area to the RSC (Regional Service Committee)
- Submit to ASC monthly, a written report regarding the RSC.
- Gives an oral report at the ASC meetings and informs the ASC of all matters, which will have an effect on the Area and/or NA as a whole.
- Provide guidance and information to the ASC and/or its member groups and Participates in the actions of the Region. The RCM is the single point of accountability for regional meeting list.
- Prepares a written inventory, as outlined in the operating guidelines (Operating Guideline No. 10), to be submitted to the succeeding RCM.
- When the CAR Report comes out, the RCM will give a copy to all home groups by whatever means is necessary.
- The RCM must have four (4) years clean. The RCM should have knowledge of the ASC, its activities, and the groups within the Area. Furthering the cause of unity between the groups and the area is stressed. Also, he/she should have service experience within a group and area as well as an officer or subcommittee chair and is encouraged to serve on a Regional Subcommittee. The RCM is elected for a two (2) year term, each of which are elected in odd and even years. This means that only (1) RCM is elected at the annual ASC elections in June. The senior RCM is the only RCM with voting rights at the Region, unless unavailable, and then RCM 2 votes.

G. RCM 2 (There is no Alt.). Same as above.

H. Subcommittee Chairpersons:

- Holds monthly subcommittee meetings as needed.
- Submits written reports to the Secretary at each regular ASC meeting.
- Prepares an oral report for presentation at each ASC meeting.
- Prepares a written inventory to be submitted to the succeeding chair of their subcommittee.
- Those subcommittees holding checking accounts provide copies of current bank statements to the ASC secretary for inclusion in the minutes. Failures to do so for two (2) consecutive months are subject to immediate revocation of their account. The mailing address for all ASC or subcommittee checking accounts is EVASC, PO Box 5264, Mesa, AZ 85211 and all bank statements are to be mailed to the PO Box.
- Subcommittee Chairpersons must have two (2) years clean time. Other requirements for these positions will be included in the guidelines of each subcommittee. It is strongly suggested that subcommittee chairs have previous experience in that subcommittee.
- Subcommittees will recommend nominations for future chairpersons to the ASC. If a subcommittee chairperson cannot be present at the ASC then that committees Vice-Chair can act on their behalf (if applicable) or the ASC Vice-Chair.

VIII. Subcommittees (General Guidelines):

1. Maintain written guidelines and submit a copy to the ASC annually in October. (Copies of the individual subcommittee guidelines are available, upon request, from the ASC Chair).
2. Submit plans of their activities for ASC approval as needed.
3. Submit annual budgets for ASC approval.
4. Participate in the annual Unity Day.
5. Subcommittees are not allowed any request for money from area, unless they have up to date budgets and guidelines

A. Activities:

- This subcommittee coordinates and plans activities which promote unity and fellowship in NA. Any functions planned by this subcommittee are to be brought to the ASC for approval. All co-signers for Activities Checking must sign Loss and Recovery Policy Document for EVASC. The mailing address for the Activities subcommittee checking account is EVASC, PO Box 5264, Mesa, AZ 85211 and the bank statement is to be mailed to the PO box.
- Serves as a signer and holds a key for EVASC storage.
- All events hosted by this committee are to have event insurance.

B. Bluesfest

This subcommittees' purpose is to plan and implement the East Valley Area Annual Bluesfest Event, the EVABF, to encourage unity and local fellowship within the East Valley Area with a celebration of recovery. All co-signers for EVASBF checking must sign Loss and Recovery Policy Document for EVASC. The mailing address for the Bluesfest subcommittee checking account is EVASC, PO Box 5264, Mesa, AZ 85211 and the bank statement is to be mailed to the PO box.

- Bluesfest election shall be held in September for November induction.
- All events hosted by this committee are to have event insurance.
- Holds a key for EVASC storage.

C. Hospitals & Institutions:

The H & I subcommittee's purpose is to carry the message of recovery to persons who are denied regular access to outside meetings. Typically jails /prisons/hospitals and various treatment facilities.

D. Literature:

This subcommittee is responsible for maintaining a reserve of NA literature for sale and distribution to groups and subcommittees. The literature subcommittee informs the ASC of literature review workshops to encourage Area participation. All co-signers for EVASC Literature checking account must sign Loss and Recovery Policy Document for EVASC. The mailing address for the Literature subcommittee checking account is EVASC, PO Box 5264, Mesa, AZ 85211 and the bank statement is to be mailed to the PO Box.

E. Newsletter:

The Newsletter Subcommittee exists to serve the needs of addicts seeking recovery in our fellowship by informing the fellowship of news, upcoming events, messages of recovery and further promoting unity.

F. Public Relations:

The PR Subcommittee carries the NA message of recovery to addicts and those who help or have contact with addicts, using methods of attraction rather than promotion. The methods include, but are not limited to the 24 hr. help line, radio shows, public service announcements (PSAs), posters, mail-outs, one-on-one interviews, attendance at related conventions of the professional fields etc. The subcommittee also maintains levels of communication, not affiliation, protects the anonymity of NA members, and in all ways adheres to the spiritual principles of the 12 Traditions.

G. Outreach:

This service committee is to provide an array of services designed specifically to insure that an NA member, group or meeting can participate in the NA service structure and receive services if they so desire.

- Attends assists and supports NA meetings primarily in the EVA and other areas if committees feel it is appropriate. The Outreach Committee promotes unity within NA as a whole.
- Assists NA groups in solving problems that impede their growth or threaten their survival.
- Helps groups overcome many kinds of isolation by encouraging increased knowledge, contact and exposure to NA as a whole and to the NA service structure.

H. Policy and Guidelines

This committee will maintain Area Guidelines, policies, subcommittee guidelines, report to ASC any conflicts in the aforementioned guidelines and policies, assist ASC body with this information, will remain objective with no vote and will maintain communication with ASC body and subcommittees.

LOSS AND RECOVERY POLICY FOR THE EAST VALLEY AREA SERVICE COMMITTEE (EVASC) FUNDS AND/OR PROPERTY

PURPOSE:

The purpose of this policy is to provide adequate accountability to the groups and areas of the East Valley Area Service Committee and Narcotics Anonymous as a whole. This policy is based on the twelve (12) Steps, Twelve (12) Traditions, and Concepts five (5) and eleven (11); as well as the spiritual principles of responsibility, forgiveness, and understanding.

ACCOUNTABILITY:

Any member of the fellowship misappropriating/misusing EVASC funds or ARSC property, or misrepresenting payment to the EVASC or its subcommittees with a check that is not honored by the issuing bank is accountable to the EVASC.

PROCEDURE:

The goal of this procedure is to maintain communication with the trusted servants and resolve any potential problems (Concept #8). The following procedure may be stopped at any time following resolution (I.e. no loss is determined, restitution is made, etc.) Area Trusted Servants shall be required to sign agreements of financial responsibility.

PART 1- DETERMINATION OF LOSS

1. Any member that discovers the possible misappropriation, misuse, or other loss of EVASC funds or property will report the possible loss of funds to the EVASC Vice-Chair.
2. The Vice-Chair will contact and report the possible loss of funds to the EVASC Chairperson, Treasurer and the Administrative Officers within 24 hours.
3. In the instance the possible loss of funds may involve the Vice Chair, Chair or Treasurer, another officer of the EVASC may be substituted in the process.
4. Within 72 hours of notification the Vice Chair will send the "EVASC letter of inquiry" and will contact the person accountable for the funds/property in question.
5. The vice Chair will then report back to the Chair, Treasurer and the Administrative Officers the outcome of that contact, and it will determine which of the following actions are necessary.
 - a. No loss is determined-- A full written accounting of funds/property is provided.
 - b. Indeterminate loss-- Possibility of loss; further information needed
 - c. Loss and point of accountability determined-- Officers will initiate the "Initial Fund Recovery Process"
6. A complete written report of the process and determination will be presented at the next EVASC.

PART 2 - INITIAL FUND RECOVERY PROCESS

1. A letter will be sent "certified return receipt". (See inquiry letter #1)
2. Once this letter is sent, a full written report needs to be disclosed at an emergency meeting for the Area Administrative Officers, however, the process should continue until the next EVASC meets.

3. If no response is received or no resolution is met, a second letter is sent certified return receipt. (See recovery letter #2)

4. If no response is received or no resolution is met, a third letter is sent “certified return receipt”. (See recovery letter #3)

5. If response is not received from the letters, or if the person accountable for the funds/property wants to address the entire EVASC, no other action will be taken until the next scheduled East Valley Area Service Meeting.

6. If there is a response the Vice Chair will schedule a meeting of the Administrative Officers.

PART 3 - FURTHER ACTION AS DEEMED NECESSARY BY THE EVASC

1. A report of loss and the initial recovery process will be given at the next EVASC.

2. The following options may be considered by the EVASC:

a. Consider the matter closed and take no further action

EXAMPLES:

- Not enough information available
- Humanitarian reasons (i.e. death, extreme illness)

b. Continue to pursue internal resolution

EXAMPLE:

- Establish a written agreement for the return of funds/property
- c. Take appropriate legal action

EXAMPLES:

- Chair establishes a “Collection” Ad-Hoc committee
- Send to collection agency, civil action, criminal action, etc.

PART 4 - EXPLANATION OF PROCEDURE FOR RESOLUTION

1. A thorough review of all books and financial records.

2. Schedule a meeting, making assuring that the individual(s) who allegedly misappropriated or misuse of funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

3. If the individual admits to the misappropriation, misuse or theft and agrees to pay back the funds/and or other assets, a restitution agreement can be developed. Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.

4. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

5. If the individual refuses to repay the money, or agrees to a plan but does not follow with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going forward.

6. If legal action is pursued one or all of the following may occur:

- A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
- The EVASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
-

EAST VALLEY AREA SERVICE COMMITTEE CORRESPONDENCE EXAMPLES

LETTER #1 SAMPLE INQUIRY LETTER

EAST VALLEY AREA SERVICE COMMITTEE

P.O. BOX 111

MESA, AZ 85000

Joe Beanaddict

111 N. 8th St.

Phoenix, AZ 85555

October 19, 2002

Dear Joe,

This letter is being sent due to an inquiry from a concerned member of the fellowship regarding possible misappropriation of money and/or other assets. You are asked to please contact me, the Area vice Chair, within seven (7) working days from the receipt of this letter to discuss this concern.

I look forward to hearing from you soon, in order to come to a mutual understanding on this issue. You may contact me by any of the resources below;

Phone Number: 602-777-1111

E-mail Address: moo@msn.com

Return Mailing Address: 1211 N. One Street

Phoenix, AZ 85000

Sincerely,

William T.

Area vice Chair

NOTE: You may use: lost, misappropriation of EVASC funds, or property. Please only use the one that pertains to the action.

LETTER #2 SAMPLE RECOVERY LETTER

EAST VALLEY AREA SERVICE COMMITTEE

P.O. BOX 111

MESA, AZ 85000

November 10, 2002

Joe Beanaddict

111 N. 8th Street

Phoenix, AZ 85555

Dear Joe:

This letter is being sent to you because the EVASC has determined that you are accountable for the loss/misappropriation of EVASC money and/or property. The total sum for which you are accountable is \$_____. Specific details regarding this determination of accountability have been included as part of this correspondence.

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In conjunction with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss this further.

If you find our determination to be accurate we are offering you an opportunity to make amends through restitution.

Please contact me, the Vice Chair, within seven (7) days from the receipt of this letter and provide me with a specific schedule for repayment (or return of property).

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valuable above all else. The members of the EVASC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the EVASC is welcome, and if you wish to address the committee, adequate time will be provided for you to do so.

Phone Number: 602-777-1111

E-mail Address: moo@msn.com

Return Mailing Address: 1211 N. One Street

Phoenix, AZ 85000

Sincerely,

William T.

Area vice Chair

NOTE: You may use: lost, misappropriation of ARSC funds, or property. Please only use the one that pertains to the action.

LETTER #3 SAMPLE RECOVERY LETTER

EAST VALLEY AREA SERVICE COMMITTEE

P.O. BOX 111

MESA, AZ 85000

Joe Beanaddict

111 N. 8th Street

Phoenix, AZ 85555

November 29, 2002

Dear Joe:

This is the second letter being sent to you by the EVASC because we have determined that you are accountable for the loss/misappropriation of EVASC money and/or property. The sum for which you are accountable is \$1,000.

Specific details regarding this determination of accountability have been included as part of this correspondence.

The first letter was sent to you by certified mail at the above address on November 10, 2002 as was:
(USE EITHER/OR OF THE BELOW EXAMPLES)

Signed by Joe Beanaddict on November 12, 2002

Returned undelivered on November 12, 2002

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In conjunction with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss the issue further.

If you find our determination to be accurate we are offering you an opportunity to make amends through restitution.

Please contact me, the Vice Chair, within seven (7) days from receipt of this letter and provide me with a specific schedule for repayment.

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valued above all else. The members of the EVASC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the EVASC is welcome, and if you wish to address the committee adequate time will be provided for you to do so.

Phone Number: 480-777-1111

E-mail Address: moo@msn.com

Return Mailing Address: 1211 N. One Street

Mesa, AZ 85000

Sincerely,

William T.

Area vice Chair

STATEMENT OF RESPONSIBILITY

ARIZONA REGIONAL SERVICE COMMITTEE STATEMENT OF RESPONSIBILITY

DATE: _____

I, _____, a trusted servant of the fellowship of the Arizona Region of Narcotics Anonymous (NA) agree to use property and keep safe any money or other assets entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records or other Fellowship Property.

I have agreed to follow and adhere to the Arizona Regional Service Committee’s Loss and Recovery Policy.

Signed this _____ day of _____, _____

(Trusted Servant Print Name) (Trusted Servant Signature)

(Witness ARSC, Officer) (Witness Signature)

ADDENDUM “A”

New Meeting Starter Kit shall include:

The reading taken from the White book: Who is an addict- What is the Narcotics Anonymous program- Why are we here- How it works- Twelve Traditions

Key Tags:

5 Welcome

5 30 day

5 60 day

5 90 day

2 six month

2 nine month

1 one year

1 18 month

1 multiple years

1 Group Treasurer Workbook

1 White Book

1 Group Booklet

One of each of the following IP's

#1 Who, What, How & Why

#5 Another Look

#6 Recovery & Relapse

#7 Am I an Addict?

#8 Just For Today

#9 Living the Program

#11 Sponsorship

#12 The Triangle of Self Obsession

#13 Youth in Recovery

#14 One Addict's Experience

#16 For the Newcomer

#19 Self-Acceptance

#21 The Loner

#22 Welcome to NA

#23 Staying Clean on the Outside

A copy of the East Valley Area guidelines